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### **Notary Advisory**

Department of State Regulations pertaining to Notary Record Keeping apply to notaries collecting petition signatures. For more detailed information, notaries should refer to <https://dos.ny.gov/notary-public>.

Beginning January 25, 2023 all notaries are required to keep a record of:

- (1) the date, approximate time, and type of notarial acts performed  
**Retaining a copy of the petition *and annotating on the copy* or otherwise making a record of the approximate time meets this requirement.**  
**Example: "from 3-6pm on March 11, 2023."**
- (2) the name and address of any individuals for whom a notarial act was performed  
**Retaining a copy of the petition, including a photograph taken with a phone, can meet this requirement.**
- (3) the number and type of notarial services provided  
**Retaining a copy of the petition, including a photograph taken with a phone, meets this requirement because the statement signed by the notary on the petition sheet provides this information.**
- (4) the type of credential used to identify the signer and verification procedures used by the Notary  
**Retaining a copy of the petition *and annotating on the copy* or otherwise making a record of the authorized manner by which the Notary identified the signer meets this requirement**

### **Substantive Election Law Is Unchanged**

Please note that the Department of State's notarial record keeping obligations apply to notaries as public officers. There is no change as to what constitutes a valid petition signature or valid witness statement on a designating or independent nominating petition.